

Implementation & Monitoring

Implementation

Developing a strong Local Wellness Policy (LWP) does not mean that it will be implemented. Getting support from parents, administrators, students, teachers, other school staff, and even local community support (i.e. local non-profits, local health departments, or local UW-Extension staff) is critical to the success of the policy. Communicating the desired outcomes to these groups can help create acceptance of the policy.

When presenting the LWP, consider the stakeholder's interests. For example, parents may be concerned about how food and beverage guidelines will affect their fundraising efforts. Principals would be concerned about the link between healthy students and academic success. Students may be concerned about how the new guidelines will affect the choices they have at school.

After the policy is completed, an implementation plan should be developed. The implementation plan will help ensure that the LWP is being followed. It is important to remember that implementation of the policy should be a school-wide effort.

Baseline data should be collected before implementing the policy. Results from the initial needs assessment could be used for your baseline data. This information will be essential when you start monitoring your policy.

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) Sample Implementation-Monitoring Plan](#)

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) Implementation-Monitoring Plan Template](#)



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The school must measure the implementation of the LWP. This includes the extent to which schools are in compliance with the LWP, the extent to which the LWP compares to model LWP, and a description of the progress made in attaining goals of LWP.

Monitoring

Monitoring provides an opportunity to assess the progress towards meeting the goals and objectives. Monitoring will also identify policy weakness and where changes need to be made.

Continuous monitoring allows wellness committees to:

- ensure policies are being implemented,
- periodically update and amend policies, and
- recognize when goals are achieved.



In order to effectively monitor your policy objectives, data should be collected several times throughout the school year. There are several different tools that can be used to collect your data. The type of tool used will depend on the information you want to collect. Data collection tools include observation forms, surveys, questionnaires, and other records kept by school staff.

The wellness committee should determine who will be responsible for monitoring various aspects of policy and where to report the results. In addition, there should be a set schedule for how often monitoring will take place. Having a monitoring plan in place will help keep individuals involved and engaged with the LWP.

Sample Goal and Objectives

Goal:

- *The wellness committee will be responsible for implementing and monitoring the school wellness policy.*

Objectives:

- *One person per school will be designated as the LWP coordinator to ensure implementation of the wellness policy.*
- *Report monitoring results at each wellness committee meeting, occurring at least four times per year.*

Sample Implementation-Monitoring Plan

<i>Policy Guideline</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Timeline</i>
Students in grades 9-12 will receive nutrition education in two courses required for graduation	-Incorporate nutrition curriculum in required 10 th grade health class. - Incorporate nutrition topics into required 9 th grade science courses (biology, applied science)	Health Teacher Science Teacher	January 2013
	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
	-Graduating seniors credit history -Health curriculum lesson plans	Health and Science Teachers, Graduation Official	Yearly
<i>Policy Guideline</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Timeline</i>
The school nutrition program will menu at least one local food per month.	-Create menus that incorporate locally grown fruits or vegetables into monthly NSLP/SPB menus. -Purchase locally grown fruit/vegetable from local farmer, market, or vendor	Foodservice Director	June 2014
	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
	-Monthly menus - Invoices	Foodservice Director	Monthly
<i>Policy Guideline</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Timeline</i>
Ensure students spend at least 50% of the physical education class time participating in moderate to vigorous physical activity.	-Create lesson plans that include no more than 49% of time as instructional time and at least 51% of time in active learning.	Physical Education Teacher	January 2013
	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
	-Lesson plans	Physical Education Teacher	Weekly/ Monthly
<i>Policy Guideline</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Timeline</i>
Report the results of the evaluation to the public at least two times per year using a variety of communication methods.	-Release results of policy evaluation via school website and newsletter every January and June.	District Administrator, Webmaster, Newsletter Writer	June 2014
	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
	-School website postings -School newsletter issues	District Administrator	Yearly



Implementation-Monitoring Plan Template

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	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
<i>Policy Guideline</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Timeline</i>
	<i>Monitoring Data</i>	<i>Responsible Party</i>	<i>Frequency</i>
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